

CBS Manager Meeting Minutes

Date: 06/09/05

Time: 11:00

Place: NOAA

Attendees:

Gordon Alston (OFM)
Patricia Jackson
Bill Starr
Cindy Steiner
Lillian Yeh
Teresa Coppelino (NIST)
Candi Myers (NOAA)
Jim Aikman (Census)
Gary Gilbertson
Avis Merkl
Cathy Ayob

Key issues or topics addressed:

Finance Business Case: The Finance team is writing and reviewing their draft report in preparation for a presentation to Jim Taylor on Monday, June 13th. The Technical team is analyzing data and starting to write their report. Both teams will present the briefing slides they plan to use for the CBS Executive Board briefing on June 27th.

Web Migration Business Case: CSC staff are revising the web migration business case cost tables to reflect that work will begin in FY 2006 instead of FY 2005. Cost data will show costs as Year 1, Year 2, etc. The Oracle migration path will show specific fiscal years due to the need to move to specific versions of Oracle by specific dates. The staff also are adding charts to compare the bureau migration costs to each bureau's total CFEBS contract funding. The CSC will circulate a revised draft to the bureaus before the CBS Executive Board briefing on June 27th.

E-Travel: We are ready to go with the SystaLex proposal for developing the CFS portion of the e-Travel interface. We are awaiting EDS's response to technical questions. The plan is to release the code to the bureaus on January 16, 2006, have bureaus complete testing by March 15th, and go live on April 1st. NIST identified the need to synchronize the implementation with user training. The bureaus also requested access to the EDS test environment.

CSTARS: The CSC and OAM are discussing lost functionality issues with the bureaus and Accenture. Connectivity testing is taking place between the bureaus and OCS, with Census taking the lead in load test benchmark times. Census is also addressing internal IT security issues with the connectivity to OCS.

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Central Contractor Registry (CCR): Problems, including the payment method, are holding bureaus up. The functional requirements document has been changed and it is being sent to bureaus for approval. The contractor has offered a work-around to allow matching to continue

The security issue is awaiting CIO approval and the ISP security is being fixed by GCS.

Downstream Activities:

Closing Program: This activity will be rolled into the FACTS 2 project.

Cost Allocation: Meeting set up for the next week or so to start on this project.

Document Linking: The Accounts Payable to Accounts Receivable document linking project has not started.

Financial Statement On Top Adjustment: The CSC has started the initial work

Multiple Funding Sources for a Single Project: This has been deleted from the priority list.

Trial Balance: Phase I delivered June 1st. There was a meeting on June 6th to discuss the contents of Phases II and III. The CSC will document the results of the meeting.

Funds Control: Census is pulling in the Web T&A. The requirements document is on hold. Karen McBride is the project lead and will talk to Census about requirements.

Mass Reclassification: The CSC issued a final draft functional requirements document. NIST and NOAA have some issues that are being addressed and we are making sure Phase I has what the bureaus require.

Reimbursable Module Enhancements: This is being done in maintenance. If 2 of the 3 ARs are not ready for the June 15th release, they will be sent out by June 30th.

CSC's Level 1 AR process: Patricia Jackson passed out and discussed a revised Level 1 AR Information Sheet that incorporated bureau comments. Bureaus should provide any additional comments to Patricia by next week.

AR Database: Census closed 200 old Level 2 ARs. Patricia Jackson discussed cleaning up the AR database. The plan calls for closing all ARs over 2 years old (as of May 31, 2005) unless bureaus re-certify them. A complete list of ARs will be sent to the bureaus.

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Bureau Activities:

Census asked about the status of combined testing and putting test scripts into the new CSC testing tool. Below is a status table:

Item No.	Topic	Assigned To	Priority	Comments
7.	Distribute Plan for conversion of scripts to Mercury Tool by module to Bureaus.	Sue Masser	Medium	<p>Testing Effort: Meetings were held with bureau representatives and regression scripts were given to the CSC. A working session was held to determine similar scenarios for NIST and Census scripts. NOAA submitted their AP scripts and these are currently being consolidated into the master testing crosswalk. This may take several more weeks to complete.</p> <p>No one at Census has QuikTest Pro experience, so support was not requested.</p> <p>Distribute Plan: Bureaus were given AP project plan and we are currently on schedule for end of June initial execution. Accounts payable plan is currently being updated on weekly basis - on schedule.</p> <p>Decision was made (last week) that CSTARS would be the next module entered into the testing tool. The testing plan with CSTARS included will be updated next week.</p>
8.	Add priorities and estimates to plan with percentage complete	Sue Masser	Medium	<p>Decision was made (last week) that CSTARS would be the next module entered into the testing tool. The testing plan with CSTARS included will be updated next week.</p> <p>Other priorities will be added as we progress.</p>

Census also asked about the status of the CSC software configuration management (SCM) tool.

NIST – Doug Day will be retiring on July 1st. Bankcard scripts will be entered into their Mercury test tool by September 30th.

Action Items

1. Patricia Jackson – Send a complete list of Level 2 ARs to the bureaus.
2. Myrian Myer – Provide a status update on CSC's efforts to get all information into the new SCM tool

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Dates of Next CBS Manager Meetings will be:

July 14th – NIST

August 11th – CSC

September 8th – Census

October 13th – NOAA